

# General Utility Tax Refund Guidelines

(Information Hotline: 636-255-6145)

The Mayor and the City Council of the City of St. Charles have passed an Ordinance that will refund the City taxes you've paid to your Gas and Electric utility companies. The total refund available shall not exceed one hundred dollars (\$100.00).

For your information, the specific charges or fees that are refunded are those that were paid to the City of St. Charles. On your AmerenUE bill, the line item is titled, "St. Charles Municipal Charge." Your Laclede Gas bill refers to this as "St. Charles Tax." Keep in mind that the maximum allowable refund amount is \$100.00. If, for example, your St. Charles taxes paid to the Laclede Gas company totaled more than \$100.00, your electric bills will not be necessary.

## TO QUALIFY:

- You are at least 62 years of age and live within the city limits of St. Charles.
- You are not yet 62 but your only income is total disability.

## YOU WILL NEED TO PROVIDE:

- Original or legible photocopies of your gas and electric bills from April of last year through March of this year. **(If you wish to retain your original bills, please provide us with copies.)** At your request, both AmerenUE and Laclede Gas will send you an itemized list of the City taxes you paid during **April of 2008 through March of 2009**. These lists are acceptable in place of your actual electric and gas bills.
- Proof of age by a valid driver's license, Missouri non-driver's identification, passport or birth certificate.
- If you are not yet 62 but your only income is total disability you must provide a copy of certificate of total disability from the Social Security Administration.

## TO APPLY: **Applications will be accepted April 1<sup>st</sup> through May 31<sup>st</sup>.**

- **BY MAIL:** If you choose to mail your bills to City Hall, be sure to include a copy of your proof of age, original/legible photocopies of your gas and electric bills (or tax statements from AmerenUE and/or Laclede Gas). Please understand that due to the expected high volume, **we will not be able to return original documents.** Our address is Utility Tax Refund, Office of the Mayor, Room 400, 200 North Second Street, St. Charles, MO 63301.
- **IN PERSON:** Bring proof of age and original/legible photocopies of your gas and electric bills (or tax statements from AmerenUE and/or Laclede Gas) to the first floor Rotunda (or Lobby) of City Hall located at 200 North Second Street. Application forms will be available. **Applications will be accepted weekday mornings between the hours of 8:00 AM and Noon. Staff will be available to assist you.**